

# Functions and Duties of EDP Centre of Ajmer

## 1. ORGANISATION:

SR. EDPM

SHRI. R. L. KHANDELWAL

SE/IT

SHRI. JITENDRA MEENA

SR.CONSOLE OPERATOR/SSE ( SHRI. ROSHAN SISODIYA)

SR.CONSOLE OPERATOR/SSE ( SHRI. KAPIL SHARMA )

## 2. EDP CENTRE AT A GLANCE:

The EDP Centre is situated within Carriage Workshop premises. The centre was established in 1986 with Horizon & Magnum Mini-frame computer system. The new system H P - 9000 MAIN FRAME SYSTEM was commissioned on 11th February 2000.

This system again replaced by new system having Linux Server loaded with Oracle 10g and 14 PCs. Workshop Information System WISE 5.0 implemented on this server under guidance of CRIS New Delhi. Payroll work shifted from HP 9000 to IT Centre Jaipur Server, installed in IT Centre Jaipur, after implementing PRIME application designed for Payroll related work. Presently whole pay roll work is going-on AIMS application. CRIS Delhi is maintaining whole pay roll Data on its server. This centre is managing necessary Data ARD and preparing required reports.

**ADDRESS:** EDP Centre, Carriage Workshop,  
Jone's Ganj, Ajmer.

**TELECOMMUNICATION :** Telephone - (Rly.) 7130, 7126

### **3. FUNCTIONS POWERS & DUTIES**

#### **Sr. ELECTRONIC DATA PROCESSING MANAGER**

He has to perform and discharge the following functions and Duties:

1. Providing reports to management, based on data available.
2. Maintain proper functioning of Computer system.
3. Co-ordination with user departments.
4. Providing guidance to users for proper data entry.
5. To co-ordinate with System maintenance agency for proper functioning of Computer Hardware

#### **SENIOR ENGINEER**

1. Co-ordinate with S&T department and IT centre JP to rectify networking problems and Effective implementation & management of LAN Network.
2. Conduct Line Printer AMC of Ajmer group of workshops.
3. Amend or update website.
4. Be Current with knowledge of implemented technology in railway, knowledge of available software, computer system operations and provide technical help.
5. Develop new application programs.
6. Co-ordinate with user departments and console/console staff.
7. All related work pertaining to day-to-day operation of the computer system.

#### **SENIOR CONSOLE OPERATOR /CH. OS**

1. Start systems.
2. Be Current with knowledge of available software, computer file operations and organization of files.
3. Monitor the inputs and outputs of the system.
4. Run the system and effect implementation of the packages.
5. Printing pay roll and other pay roll related reports required.
6. All other related work pertaining to the system.
7. Assist the Junior Engineer as may be required.

### **4. PROCEDURE FOLLOWED IN DECISION-MAKING INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

The decision making process, channel of supervision and accountability is as below:

#### **Sr. EDPM:**

He is responsible for implementing the policy guidelines received from HQ / IT Centre for all the works under him. He control all over the system and staff under him within powers delegated and overall accountable for the system.

## **Senior Engineer**

He work under the guidance of Sr. EDPM and carryout the work allotted to him.

### **5. NORMS SET BY ORGANISATION FOR THE DISCHARGE OF ITS FUNCTIONS**

Processing and preparing following reports:

1. Pay roll & related reports e,g, Incentive scheme, Leave, Productivity linked bonus, Income Tax, D.A. Arrear, Night duty Arrear , Income Tax form 16 etc. for Ajmer Group of Workshops
2. Workshop General Register for Ajmer Workshop.
3. Cadre, Seniority, Electric bills etc.
4. FMIS(Cash Book, Receipt and Payment, Capital, Suspense, RAR, DP, Budget) of Ajmer Workshop.

### **6. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY IT'S EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

Unified SOP and only Codes & Manuals issued by Indian Railway

### **7. STATEMENT OF THE CATEGORIES OF DOCUMENTS WHETHER HELD BY IT OR ITS CONTROL**

All required documents/Manuals are kept by Accounts branch as presently EDP Centre staff is on the roll of Workshop.

## **8.DIRECTORY OF OFFICER & STAFF OF EDP CENTRE**

<b>Name of the Officer</b>	<b>Designation</b>	<b>Telephone No.</b>		
		<b>Railway (Office)</b>	<b>Railway (Residance)</b>	<b>BSNL (office)</b>
<b>R. L. Khandelwal</b>	<b>Sr. EDPM / Dy. FA&amp;CAO(W&amp;S)</b>	<b>09001196581</b>		<b>0145-2663735</b>
<b>Jitendra Meena</b>	<b>SE/IT</b>	<b>08619631469</b>		
<b>Roshan Sisodiya</b>	<b>Sr. Console operator/SSE</b>	<b>07014216814</b>		
<b>Kapil Sharma</b>	<b>Sr. Console operator/SSE</b>	<b>09929385858</b>		

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